

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2013-009 **Issue Date:** 01-24-13 **Closing Date:** 01-30-13

Custodian
Yakama Nation Diabetes Program
Department of Health & Human Services
Hourly Wage: DOQ/Full-Time/Regular

Incumbent is responsible to provide custodial services for the Yakama Nation Diabetes Program. Maintains sanitation, upkeep, maintenance and cleanliness of the Center, grounds area, and parking lot. Duties are varied and work is performed on a daily basis.

Knowledge, Skills and Abilities:

- Knowledge and understanding of the Yakama Nation Diabetes Programs Mission.
- Knowledge of Health Information Portability and Accountability Act. (HIPAA) or willingness to learn.
- Knowledge of basis safety rules applicable to operation of electrical and battery powered equipment.
- Ability to maintain confidentiality.
- Ability to learn methods, equipment and materials ordinarily used in cleaning and maintaining buildings and surrounding premises.
- Ability to perform custodial tasks in a timely, efficient and effective manner.
- Ability to work independently, productively, and be self-motivated.
- Ability to understand and implement oral and written instructions.
- Ability to maintain physical strength and agility sufficient to perform duties which may include climbing, lifting, balancing, walking and stooping.
- Ability to communicate effectively in all personal contacts and as a Diabetes team member.
- Ability to commit and be dedicated in support of Program goals and objectives in prevention and management of diabetes.
- Ability to reasonably practice healthy lifestyle habits and behaviors to demonstrate support of the Diabetes Program Mission.

General Recruiting Indicators:

- Requires a High School diploma or equivalent AND 1-year documented on-the-job experience which demonstrates ability to meet the duties and responsibilities of this position.
- Must possess a Valid WA State Driver's License.
- Must possess a current First Aide/CPR card or be able to obtain one within 6-months of hire.
- Must be able to work a flexible work schedule if necessary.
- Must be able to comply with time and attendance policies; arrive promptly to work; and establish an exemplary attendance record.
- Must be energetic, outgoing, and a people person.
- Required to pass a pre-employment drug and alcohol test.